

DEvt. PLAN

Tips for assessing Devt Progress

Often, managers and employees create formal or informal development plans, only to have those plans take a backseat to the work on their desks, resurfacing during the next review. It's important to treat the assessment of development progress as you treat development: as an ongoing process. To that extent, you should have periodic check-ins with your direct report to see if the development areas, goals, milestones, or timelines need any adjustment.

The tips below can help ensure that you maximize your return on your coaching investment.

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| Schedule Time to Specifically Discuss Development Progress | Encourage your employee to schedule regular meetings to discuss development progress as is necessary. |
| Review the Plan Before You Meet with Your Employee | Make sure you are prepared for these meetings. Review the plan, and if you feel the need to make adjustments, have concrete examples of behaviors that bolster your argument. By walking into the meeting with a plan of action, you not only ensure your time will be spent wisely, but you communicate that your direct report's development is important to you. |
| Ensure the Development Areas Are Still Areas of Focus | Has a new development area arisen that merits your immediate attention? Has your employee achieved development objectives or closed any gaps? Has your employee taken on new responsibilities that shift the focus of the development plan? Make sure these questions are discussed and the development originally written still balances areas that will boost current and future performance. |
| Evaluate Your Coaching Efforts | Take the time to review either your coaching plan or your direct report's development plan to see if your coaching commitments are still on target. Keep in mind that it may be necessary coaching efforts if your direct report's development areas change. |
| Adjust Milestones, Goals, and Timelines as Needed | Unforeseen circumstances can impact any aspect of the development plan. At the close of the conversation, make sure that all milestones, goals, and timelines are realistic. |